



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

**State Department / Agency:** Michigan Department of Treasury, Bureau of State and Authority Finance

**State Division / Office:** Office of Scholarships and Grants

**Location of Internship:** Lansing

### INTERNSHIP SCHEDULE

**Internship Time Period:** All Semesters

**Internship Hours Requested Per Week:** 24

### PREFERRED EDUCATION

**Major / Minor:** Education/Social Sciences

**Level of Education:** Undergraduate

#### Preferred Skills / Qualifications:

- Ability to work with other professionals
- Some experience with statistics (recommended class: Introduction to Statistics)
- Knowledge of research methods (recommended class: Research Methods)
- Ability to manipulate raw data using text files
- Experience with Excel spreadsheets or comparable software
- Ability to work independently

**Through this internship, student intern will develop or further strengthen the following competencies:**

<input type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

**Internship Title:** Higher Education Research Intern

#### Intern Responsibilities / Projects:

- Assist the Director of OSG with a plan to utilize available data from CEPI's P-20 longitudinal database.
- Compare available data on graduation rates, length of time to complete degrees, remedial course work, and sector relationships/moves to state student financial aid award data.
- Draw comparisons and indicate trends.
- Determine what factors are similar and different amounts students are awarded and draw conclusions.
- Develop surveys to collect additional data from colleges and universities.
- Make recommendations to OSG based on information available.

### APPLICATION PROCESS

With questions or for more information about the State of Michigan Internship Program, please contact:  
Civil Service Commission, Career Services, 800-788-1766, MCSC-CareerServices@michigan.gov



## UNPAID INTERNSHIP DESCRIPTION

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).